	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:120 3-JTS-3A-12; 3B-08, 09 3-JDF-3A-12; 3B-08, 09 3-JCRF-4B-05 1-JDTP-2A-03 1-JBC-3A-10; 3B-08, 09
CHAPTER: Health and Safety Services		**AUTHORITY: KRS 15A.065**
SUBJECT: Maintenance		
POLICY NUMBER: DJJ 427		
TOTAL PAGES: 2		
EFFECTIVE DATE: 4/4/2014		
APPROVAL: A. Hasan Davis		**, COMMISSIONER**

I.   POLICY

Each DJJ program shall be properly maintained and cared for, preserving the integrity of the facility structure, equipment and grounds.

II.   APPLICABILITY

This policy shall apply to all detention centers, group homes and youth development centers.

III.   DEFINITIONS

Refer to DJJPP 400.

IV.   PROCEDURES

A. The Superintendent shall have responsibility for physical properties and contents to include their routine maintenance and upkeep.

B. Each Superintendent shall insure the development of a written comprehensive maintenance plan. This plan shall provide for regular care and inspection of buildings, grounds, equipment, operating systems, security and safety devices in compliance with applicable federal and state laws and regulations as well as applicable national standards.

C. This plan shall include a system for tracking repairs and documentation of routine maintenance.

D. Additionally, this plan shall include provisions for emergency repairs and replacement of equipment.

E. Qualified staff or maintenance professionals shall implement this plan.

F. The plan shall be reviewed annually and updated as needed.

G. Problems and/or needs arising beyond the scope of routine and preventative maintenance shall be forwarded to Capital Construction in the Division of Administrative Services.

V.   MONITORING MECHANISM

This activity shall be monitored by the Facility Superintendent or designee, applicable regulatory agencies, and the DJJ Construction Coordinator. The Quality Assurance Branch shall conduct, at minimum, annual program audits.